



CINCINNATI PARK BOARD
KROHN CONSERVATORY PART TIME JOBS
Visitor Center Receptionist/ Krohn Gift Shop Clerk/Butterfly Show Cashier
2008 Butterfly Show (April, May, & June)

JOB TITLE: Park/Recreation Specialist
LOCATION: Krohn Conservatory in Eden Park

PAY: \$8.00 per hour

No paid leave, Part time workers enrolled in City Pension system, No fringe benefits

HOURS: Part-time work 28-40 hours per week, 8am to 5:30pm, required to work Weekends and Holidays. May be scheduled to work evenings during special events.

EXAMPLES OF WORK PERFORMED:

- Customer Service In Person – greet visitors, provide information about Cincinnati Parks and Krohn Conservatory, in particular the Butterfly Show & special events
- Customer Service Answering Visitor Center phones, operate multi-line phone system (transfer, hold calls), give out accurate information, directions, keep record of phone calls
- Related clerical work – typing, computer data entry, making copies, filing
- Cashier duties such as sales, handling cash, balancing register, filling out deposit slips
- Gift Shop clerk duties, taking inventory, filling out order forms, check deliveries
- Other related duties as assigned

QUALIFICATIONS:

- Person must be self motivated, dependable, good with people
- Must be at least 18 years of age, or 17 with High School diploma or GED
- Provide own transportation to and from work
- Must be a Hamilton County resident during employment
- Have a valid Ohio driver's license
- Must be in good physical condition, able to work in heat around plants in greenhouse
- Must be able to do moderate physical work, examples include: standing at cash register, sit at front desk several hours, climb stairs, moderate lifting 30 lb, place/remove inventory from shelves, set up and take down for programs
- Hiring is subject to passing a drug screen.
- Customer service skills required, cashier/inventory/retail shop experience preferred
- Computer skills required

TO APPLY, PLEASE CONTACT:

Cincinnati Parks
Krohn Conservatory – 1501 Eden Park Drive
Cincinnati, Ohio 45202
(513) 421-5707

- Must show a valid Ohio driver's license at time of application
- Must provide copy of criminal records checks at time of application ("Conviction Record Transcript" obtained from Hamilton County Clerk of Courts at 1000 Sycamore, Cincinnati)

THE CITY OF CINCINNATI IS AN EQUAL OPPORTUNITY EMPLOYER